

### **GAMING REGULATORY INVESTIGATOR/LICENSING MANAGER**

**DEFINITION:** Under general direction, performs work of considerable difficulty in planning, coordinating and directing the investigations, inquiries and licensing functions including but not limited to criminal background, communication with federal, state and local agencies, research and documentation of information and presenting evidence during hearings; responsible for the evaluation and processing of gaming employee and vendor background licensing investigations for the Navajo Nation Gaming Regulatory Office; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Oversees, coordinates and supervises activities of licensing investigations for all gaming employees, gaming vendors and persons providing gaming services; ensures compliance with the Indian Gaming Regulatory Act, National Indian Gaming Commission Regulations, the Gaming Compact, and Tribal Gaming Code and Regulations regarding background investigations and licensing processes; develops, implements and monitors quality assurance programs to ensure compliance with gaming compact, ordinance and internal controls which safeguard tribal assets; evaluates policies, procedures and practices for accomplishing program objectives; provides recommendations for revisions to internal controls and policies and procedures; develops and maintains an effective evaluation process.

Oversees all licensing activities including fingerprinting and background investigations of all gaming license applicants, vendor license applications and re-certification of employees and vendors; recommends revocation and suspension of license for individuals with unresolved or unfavorable background information; meets with applicants regarding criminal background and/or other application issues; participates in appeal hearings; presents exhibits as documentation for license suspensions; investigates violations of Gaming Compact/Code, Gaming Regulations and National Indian Gaming Act; prepares investigation reports for review and approval by Executive Director; develops and/or revises forms necessary for the operation of the licensing procedures.

Develops and maintains a database on all gaming regulatory/casino employees and vendor licensing applicants and related information; trains new employees regarding background investigations and licensing processes and relevant laws, rules and regulations; ensures confidentiality and compliance with applicable policies and procedures; participates in budget development; participates in the development of Gaming Regulatory Office objectives; assigns and reviews the work of subordinate employees; approves leave and conducts performance evaluations; performs special assignments as assigned.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the National Indian Gaming Regulatory Act.  
Knowledge of National Indian Gaming Commission rules and regulations.  
Knowledge of the Arizona/New Mexico State Gaming Compact.  
Knowledge of applicable state and tribal gaming laws and regulations.  
Knowledge of basic law enforcement principles, practices and procedures.  
Knowledge of general investigation principles, practices, procedures and techniques.  
Knowledge of Casino and Navajo Nation Gaming Regulatory office policies and procedures.  
Knowledge of record keeping/documentation procedures and practices.  
Knowledge of personal computers, software and general office equipment use and operation.

### **GAMING REGULATORY INVESTIGATOR/LICENSING MANAGER**

Knowledge of general management and supervisory principles and practices.

Skill in preparing reports and maintaining appropriate records for review by upper management and Federal, State and Tribal regulatory agencies.

Skill in supervising and training subordinate staff regarding applicable policies, procedures and regulations.

Skill in establishing and maintaining effective working relationships with Federal, State, Tribal and local law enforcement and regulatory officials, upper management, co-workers and the general public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort primarily in an office setting.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Criminal Justice, Criminology, Business; and five (5) years of experience in employee/vendor background investigations, licensing suitability determination, or closely related work, preferably in the gaming industry, two (2) years of which must have been in a supervisory capacity.

#### **PREFERRED QUALIFICATIONS:**

- A Master's degree in Business, Criminal Justice or related field.
- Proficient in Microsoft Office software or other computer applications.

#### **SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Must possess or be able to obtain a gaming license/certification from the Navajo Gaming Regulatory Office and the State of Arizona and/or the State of New Mexico.
- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.